

United States Department of Agriculture
Research, Education, and Economics

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Bulletin

Title: FY 2011 Travel Training Dates

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Date: November 1, 2010 **Expiration:** September 30, 2011

Originating Office: Travel and Relocation Services Branch
Financial Management Division, AFM/ARS

Distribution: All REE Employees

<p>This bulletin announces the dates in FY 2011 for the various travel training provided by the Travel and Relocation Services Branch.</p>
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Background. The Travel and Relocation Services Branch (TRSB), Financial Management Division, Administrative and Financial Management, is offering various training courses in a “webinar” format during fiscal year 2011. The purpose of this bulletin is to inform the Research, Education, and Economics (REE) of the dates of this training and information on registering for the various training classes. All participants must use AgLearn to register for these courses.

Classes Offered and Dates.

TRSB is offering the following training classes:

Name:	ARIS – Foreign Travel Information System (FTIS) Training
Date:	January 12, 2011 and June 15, 2011
Time:	1–4 PM Eastern Time
Available Spaces:	25 Each Day
Purpose:	The class familiarizes the attendee with the use of the Foreign Travel Information System (FTIS) and tips on how to navigate the system, enter data, and run reports. FTIS is a repository for all Agricultural Research Service foreign information, including passport and visa information, international meeting codes, and post-travel reporting.
Name:	REE Level 5 FATA
Dates:	January 26, 2011 and July 20, 2011
Time:	1–4 PM Eastern Time
Available Spaces:	15 Each Day
Purpose:	The Federal Agency Travel Administrator (FATA) maintains certain key files in the GovTrip system. This training provides certification to act as a level 5 FATA. Topics include how to create and activate profiles for eAuthentication access to GovTrip. The class will also include a review of the process for creating and approving authorizations and vouchers.
Name:	REE Level 6 FATA
Dates:	November 30, 2010 and May 25, 2011
Time:	1–4 PM Eastern Time
Available Spaces:	15 Each Day
Purpose:	The Federal Agency Travel Administrator (FATA) maintains certain key files in the GovTrip system. This training provides certification to act as a Level 65 FATA. Topics include how to create and maintain organizations and routing lists and create and activate profiles for eAuthentication access to GovTrip. The class will also include a review of the process for creating and approving authorizations and vouchers.

Name: E-Trav/GovTrip Training
Dates: December 8, 2010 and April 13, 2011
Time: 9-12 AM Eastern Time
Available Spaces: 30 Each Session
Purpose: Training includes how to create travel authorizations and vouchers in GovTrip, including scheduling transportation and reserving hotel and rental vehicles on-line. The course will explain how to route the travel documents electronically to approving officials.

Name: REE Travel Approver Training
Dates: February 16, 2011 and July 13, 2011
Time: 10-12 AM Eastern Time
Available Spaces: 60 Each Session
Purpose: Provides information on how to correctly review and approve travel authorizations and voucher. Topics include the approver's responsibilities and legal obligations, the meaning of the various GovTrip "stamps" and a step-by-step walk through of the GovTrip document approval process.

Name: REE Travel Policy Training
Dates: January 5, 2011 and May 18, 2011
Time: All day (9-12 AM and 1-4 PM Eastern Time)
Available Spaces: 75 Each Day
Purpose: Provides an overview of the legal basis for reimbursement of travel expenses, the hierarchy of Federal and Agency travel regulations, the use of the Federal Travel Regulations, Department of Agriculture Travel Regulations and REE Policy in the areas of transportation, per diem, and miscellaneous expenses.

Name: REE Relocation Overview
Dates: February 23, 2011 and August 24, 2011
Time: All day (9-12 AM and 1-4 PM Eastern Time)
Available Spaces: 30 Each Day
Purpose: Provides an overview of the relocation process, including change of station and new hire entitlements for eligible employees. (For ARS participants, we will discuss special authorities for new hires under the Demo project.) We will discuss topics such as transportation to the new duty station, house hunting trips, temporary quarters, shipment of house hold goods, miscellaneous expense, and real estate transactions. This class is intended to provide a basic understanding of relocation benefits and is not intended to replace GSA training for employees who prepare relocation authorizations and process claims for reimbursement.

Name: REE Travel Card Training
Dates: March 16, 2011 and August 17, 2011
Time: 10-12 AM Eastern Time
Available Spaces: 75 Each Session
Purpose: Provides an overview of the General Services Administration travel card program and the USDA and REE travel card policy, zero tolerance and ethics rules. The course provides information on the application process, agency account monitoring, payment methods, penalties for non-payment, salary offset actions, and information on contacting the travel card vendor.

Registration. Registrations must be entered into AgLearn. Please use the name of the training as it is described above to search for the offering. Class size will be limited. If there is excess demand, additional sessions will be scheduled.

One week prior to the webinar, TRSB will provide each registered participant with instructions to access the audio and visual portions of the training. Please contact TRSB with any special needs.

Questions and comments. Please address questions and comments to the Chief, Travel and Relocation Services Branch, on 301-504-1260.

/s/

Steve Helmrich, Director
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